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REPORT FROM CHIEF, SUPPORT STAFF/MS/ORD
OFFICE OF RESEARCH AND DEVELOPMENT

CAREER SERVICE PANEL MEETING
9 September 1974

25X1A9A ADDITIONS

[redacted] Phys. Scientist-Res., GS-13, to OR/ORD on 29 July 1974.
[redacted], Psychologist-Res., SPS-003 to LSR/ORD on 3 September 1974.
[redacted], Assistant Project Officer (Phys. Scien-Res.),
GS-09 to LSR/ORD from [redacted] on 5 August 1974.
[redacted] Phys. Scien-Res., GS-13, to DPR/ORD on 9 September 1974
from OJCS.

25X1A9A REASSIGNMENTS OUTSIDE OF ORD

[redacted], Phys. Scientist-Res., GS-14, from PAS/ORD to OWI on
2 August 1974.
[redacted] Clerk Typist, GS-06, Programs Staff, MS/ORD to OSI on
9 September 1974.

RESIGNATIONS

25X1A9A [redacted], Clerk Typist, GS-04, on 30 August 1974 to travel to Europe.
[redacted] Phys. Scientist-Res., GS-14, on 13 September 1974 to
join the Radio Astronomy Laboratory [redacted] 25X1
25X1A9A A. [redacted] Secretary Steno, GS-07, on 13 September 1974 to stay at home.
(This action still in the process awaiting possible approval on a
LWOP basis.)

RETIREMENTS

None

PROMOTIONS:

Secretary-Stenos

25X1A9A [redacted] OT/ORD from GS-05 to GS-06.
[redacted] CS/MS/ORD from GS-05 to GS-06
[redacted] DPR/ORD from GS-05 to GS-06

QSI's

None

TDY Detail

25X1A9A [redacted] Phys. Scientist-Res., GS-11, from OT/ORD to OEL on
29 July 1974 for a two-month period.

LWOP

25X1A9A [redacted], Phys. Scien-Res., GS-13, DPR/ORD - Educational
[redacted] Phys. Scientist-Res., GS-14, CDAM/ORD - Educational

APPLICANTS IN PROCESS

25X1A9A [redacted] GS-13 for TCR/ORD
[redacted] GS-12 for TCR/ORD
[redacted] GS-14, for DPR/ORD
[redacted] GS-15, for DPR/ORD
[redacted] GS-14, for DPR/ORD
25X1A9A [redacted] GS-13, for TCR/ORD
[redacted] GS-14, for TCR/ORD
[redacted] GS-12, for TCR/ORD
[redacted] GS-14, for TCR/ORD
[redacted] GS-13, for TCR/ORD

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REPORT FROM C/SS/MS/ORD
9 September 1974



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REPLACEMENT NOMINEES FOR MANAGEMENT ADVISORY GROUP


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30 -35 Age Group
40 -45 Age Group
"
"

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TRAINING

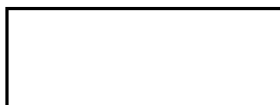
 GS-14, Phys. Scientist-Res., was selected as a nominee for the Advanced Management Course - 26 October - 15 November 1974 by D/ORD and DD/ORD.

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CONTRACT TYPE I EMPLOYEE - Addition



Psychologist, LSR/ORD on 19 August 1974.



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SUBPANEL SPECIAL REPORT

I. The subpanel was specifically asked to address the following three questions:

- A. Should the present Charter be altered?
- B. Should the procedures of the Panel be altered?
- C. What should the voting procedure be relative to new nonpermanent members?

This report will attempt to address these questions and to propose certain changes in wording but will not suggest an all encompassing Charter revision.

II. With regard to the first question, the group definitely feels that the Charter should be altered. Reasons for this conclusion include the following:

- The definition of staff representation is lacking in the current Charter. While nonpermanent members may be appointed by the D/ORD, certain sections preclude their participation in specific activities, namely, promotional voting and rating, receiving minutes of CSP meetings, and contributing to a quorum.

- The voting procedure is somewhat unclear with reference to "consensus by vote," "proxy in writing," and the relationship to a simple majority. Consensus

EYES ONLY

by vote implies general agreement, but the Charter refers to a "simple majority" being adequate for a quorum. Proxy votes, on the other hand, imply a rather formal voting procedure which requires a definition of the number and character of votes needed to pass an issue.

- The required rating and evaluation are without definition as far as the Charter is concerned. Although rating is specifically required, no criteria or description of categories to be employed is included. Further, a promotability list is not called for by the Charter nor is such a list defined in any manner.

III. The answer to question two is "Yes, the CSP should alter its procedures." In particular, the Charter should be altered to insure that all members receive copies of the CSP minutes. The suggested change is to alter paragraph 2-C to read:

"The minutes of the CSP meetings will be recorded and distributed 'Eyes Only' to CSP members. A summary...."

Another change in the Charter is suggested by the voting procedure difficulty. The suggested change is to alter paragraph 4-C to read:

EYES ONLY

EYES ONLY

"The ORD Career Service Panel will review and make recommendations to the D/ORD in the following areas. (All recommendations will be a matter of formal vote.) An absolute majority of the Chairman and permanent members will be required for the passage of any action. Voting will be...."

A further procedural change would be the elimination of further ratings of employees until such time that a definition of criteria and/or description of evaluation categories is received from the DD/S&T or generated within ORD.

IV. The voting membership of the CSP is recommended to consist of the Chairman, permanent members (division chiefs), and a new permanent member representing the Support, Administrative, and Clerical staffs. This individual might also serve as Executive Secretary to the Panel. The suggested changes are as follows:

^a
Paragraph 2-~~2~~-3 to read:

- Permanent members:

Division Chiefs (voting).

- One representative of the Support, Administrative, and Clerical Staffs (voting).

Paragraph 2-~~2~~-4 to read:

- Such other nonvoting members as appointed by the D/ORD to serve on a nonpermanent basis. For

EYES ONLY

EYES ONLY

promotion and rating actions, only the Chairman and permanent members shall vote.

V. Since the changes suggested will alter the makeup of the CSP and also require the D/ORD's approval, it seems mandatory that the proposed modifications be approved as rapidly as possible. Thus, it is recommended that the Panel consider these and other pertinent items during this meeting and, if possible, present them to the D/ORD for at least preliminary approval while the meeting is convened.

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[Redacted Signature]

Chairman

EYES ONLY

Group A:

those officers who are considered to have a potential for further development and/or promotion. This group represents those officers to whom special attention should be paid, in terms of assignment that would broaden their background and give them additional responsibility in the Directorate.

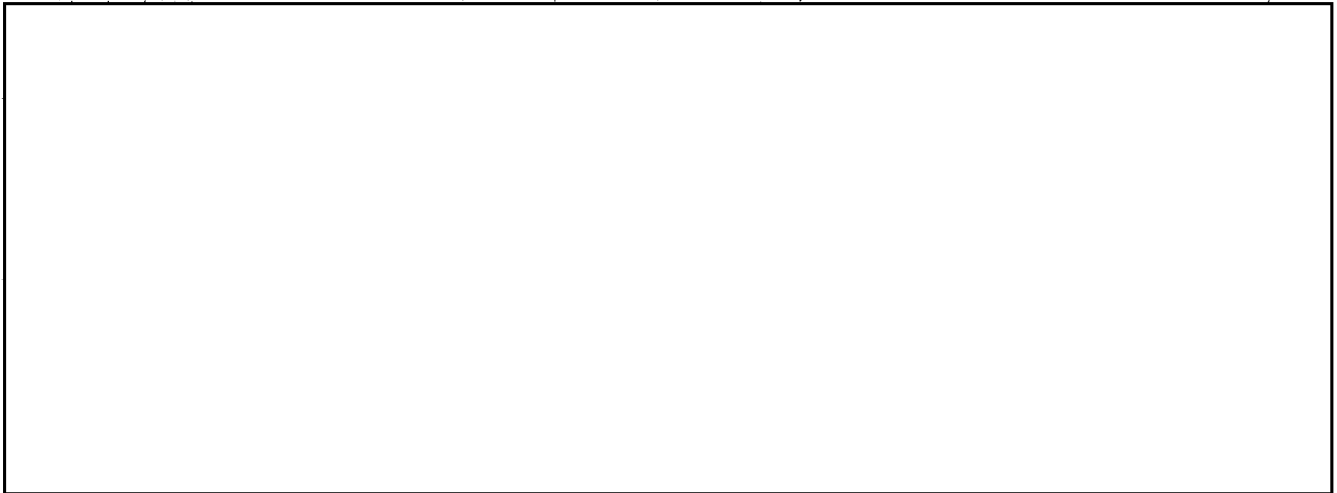
Group B:

those officers who are performing satisfactorily in their present assignment.

Group C:

Special Attention Category - those officers who represent potential problems in terms of assignment and/or performance.

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ACTIONS TO BE TAKEN:

1. Review of Staffing Complement for each Division upon receipt of Form 261 from PMCD.

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[redacted] and Division Chiefs)

2. Draft of revised ORD/CSP Charter

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[redacted]

3. Memorandum to DD/S&T on "A," "B," and "C" categories to be prepared by [redacted] and submitted in draft to all CSP members for review before submission to DD/S&T.

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4. Report from CSP EEO Subpanel

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[redacted]

5. Paperwork on QSI recommendations

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[redacted]